

CITY OF BELMONT

ACCOUNTING TECHNICIAN I ACCOUNTING TECHNICIAN II

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITIONS

To perform a variety of technical accounting duties in support of accounts payable or receivable; to monitor City revenues and process business licenses; to assist in the preparation of financial reports; and to perform a variety of tasks relative to assigned area of responsibility.

DISTINGUISHING CHARACTERISTICS

Accounting Technician I - This class is not considered entry level, but is distinguished from other classes in the job series by the performance of technical accounting functions specifically related to accounts payable. As employees within this classification demonstrate proficiency in all areas of technical accounting, i.e. accounts payable, accounts receivable, processing business licenses, monitoring revenue, processing payroll, etc., they will be eligible for promotion to the "II" level within the series.

Accounting Technicians - Employees within this class perform the full range of duties as assigned. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. This class is distinguished from the Accounting Technician I in that the latter assumes responsibility for the processing of accounts payable. Positions in this class are flexibly staffed and are normally filled by advancement from the I level, or when filled from the outside, have prior experience. Positions at this level are also able to perform the functions of the "I" level and provide back up assistance for accounts payable functions.

SUPERVISION RECEIVED AND EXERCISED Accounting Technician I Receives general supervision from the Assistant Finance Director Accounting Technician II Receives direction from the Assistant Finance Director.

ESSENTIAL AND MARGINAL-FUNCTION STATEMENTS - *Essential and other important responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Perform a variety of technical accounting duties in support of accounts receivable; undertake business license functions.
2. Monitor incoming revenues to ensure proper reporting; code revenues received to appropriate accounts and prepare deposit slips; prepare revenue estimates for the budget.
3. Process business license applications and renewals; monitor new businesses entering the City and notify appropriate agencies about business license requirements.

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Accounting Technician *1111 (Continued)*

Essential Functions:

4. Process transient occupancy tax returns; prepare summaries of taxes received.
5. Monitor sales tax data through a computerized system; perform analysis of property tax and sales tax revenues.
6. Prepare and calculate sewer service charges and storm water fees; monitor incoming revenues.
7. Prepare monthly bank reconciliations for Belmont and South County Fire and worker's compensation accounts.
8. Receive and process all liability and property damage claims; represent the City in small claims court for liability claims.
9. Perform accounts payable functions; prepare check and cash deposits received from each department; enter cash receipt summary sheets into the computer.
10. Prepare vouchers for finance bills and larger accounts as required; prepare manual checks; process voided checks.
11. Prepare non-sufficient funds report.
12. Prepare postage usage report for each department.
13. Respond to inquiries from staff and vendors in person and on the telephone. Marginal Functions:
 1. Perform a variety of clerical activities; act as receptionist; receive, screen and direct calls; type various correspondence; maintain various files.
 2. Perform related duties and responsibilities as required.

QUALIFICATIONS

Accounting Technician I

Knowledge of:

Principles and practices of accounts payable.

Modern office procedures, methods and equipment including computers and supporting word processing and spreadsheet applications.

Methods and techniques of processing accounts payable

Principles and procedures of financial record keeping and reporting. Basic mathematical principles.

Ability to:

Perform accounts payable duties. Ability to:

Operate office equipment including computers and supporting word processing and spreadsheet applications.

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Accounting Technician I/II (*Continued*)

Perform mathematical calculations quickly and accurately. Prepare clear and concise financial reports.

Understand and follow oral and written instructions. Communicate clearly and concisely, both orally and in writing. Establish and maintain effective working relationships with those contacted in the course of work.

Maintain physical condition appropriate to the performance of assigned duties and responsibilities.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

One year of technical accounting experience is desirable.

Training:

Equivalent to the completion of the twelfth grade supplemented by college level course work in accounting, bookkeeping or a related field.

Accounting Technician II

In addition to the qualifications for Accounting Technician I:

Knowledge of:

Principles and practices of governmental accounting.

Principles and practices of assigned accounting area including accounts receivable. Methods and techniques of processing accounts receivable transactions.

Methods and techniques of cash receipt reconciliation.

Ability to:

Perform technical accounting duties in assigned area including accounts receivable. Prepare and reconcile journal entries and financial and accounting records.

Experience_ and Training-Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Two years of increasingly responsible technical accounting experience.

Training:

Equivalent to the completion of the twelfth grade supplemented by college level course work in accounting, bookkeeping or a related field.

WORKING CONDITIONS Environmental Conditions:

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Accounting Technician I/II (Continued)

Office environment; exposure to computer screens.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time; extensive use of computer keyboard for the performance of data entry functions.